



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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MEMORANDUM

TO: The Governing Board

FROM: 
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: August 8, 2007

SUBJECT: **Agenda Item VI(c): Consideration of resolution authorizing entering into a sole source contract with BusinessWare, Inc. for computer programming services.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing entering into a sole source contract with BusinessWare, Inc. not to exceed \$18,000.

Background: The MRCA maintains several websites that provide public information on its activities, and the activities of its partners in a fast and efficient manner. This includes agendas, materials and minutes for public meetings, and other information about parks and open space. Beginning in 2002, BusinessWare, Inc. has worked with the MRCA to develop the MRCA website, the Santa Monica Mountains Conservancy website, the LAMountains.com website, and the King Gillette Ranch Planning pages. Among the tasks BusinessWare has performed is creating database programs to implement administrative functions on the various websites so that staff members without previous HTML training are able to post certain items in realtime.

Currently, both the MRCA and the Santa Monica Mountains Conservancy websites are programmed to allow agendas, attachments, minutes, and Board information to be posted in this fashion. Staff wishes to contract with BusinessWare to develop this function for five other agenda pages including that of the Santa Monica Mountains Open Space Preservation Assessment Districts, Baldwin Hills Regional Conservation Authority, Wildlife Corridor Conservation Authority, Santa Clarita Watershed Recreation and Conservation Authority, and Desert and Mountains Conservation Authority. This function will not only increase the efficiency and abilities of disseminating public information, but will eliminate future monthly consultant costs to perform these functions. Attached is the BusinessWare, Inc. proposal for the agenda posting portion of the contract.

In addition, in order to provide better usability of the various websites for the public, staff would like BusinessWare to reprogram some of the basic usability functions of the popular LAMountains.com website and provide on-call services for basic programming (approximately 100 hours) at a billable rate not to exceed \$115.00 per hour.

Staff solicited and received proposals from at least three firms to provide web programming services, and selected BusinessWare, Inc. in 2002. While BusinessWare's rates continue to be competitive with other vendors, their intimate knowledge of Agency systems and needs, their long history of assistance, and proven experience with creating special programs and databases for various aspects of Agency websites make them the most efficient and cost effective choice for providing these services.

Consideration: Contract costs payable on invoice not to exceed \$18,000 from administrative funds already budgeted for this purpose.